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ADDENDUM NUMBER ONE
CITY OF WILMINGTON
Janitorial Services – Recreation Centers
Request for Proposal No: S12-0712
May 4, 2012

To all holders of contract documents:

1. Revise section {C} Service to be performed at least once per month [i.e., monthly] to Add:

(d) Hardwood and tile floors: polish with high-speed electric buffer

2. Revise section {D} Service to be performed at least every three months [i.e., quarterly] to read as follows:

(a) Heating and Cooling Grills, Returns and Radiators: Dust with chemically treated cloth and wash.

Add:

(b) Grout-lines on tile floors: scrubbed out with brush

3. Revise section {E} Service to be performed at least once every twelve months [i.e., annually] to read as follows:

(a) Light Fixtures: Clean, including reflectors, lights and lens.

Add:

(b) Hardwood and tile floors: refinish [strip, wax and polish].

4. Revise Page C-4, Item 5. Schedule For Performance

Revise (b) to read:

- (b) Frequency of service and special cleaning requirements for each facility

5. Revise Page C-4, Item 5. (b) {i} Halyburton Park Events Center

Replace with the following:

“Halyburton Park Events Center – this building will require janitorial services AFTER a special event by order of the staff but at least once per month. {For purposes of developing your proposal and for our evaluation, estimate that four [4] such cleanings will be ordered each month}.”

6. Revise Page C-4, Item 5. (b) {ii} Fit For Fun Center

After the last sentence add the following:

“The green matting covering the main play-floor needs to be wet-mopped every Monday, and then spot-mopped Tuesday thru Friday as needed. The tiled floors, including the area around the green matting, needs to be wet-mopped every Tuesday, and then spot- mopped Monday and Wednesday thru Friday as needed.”

7. Revise Page C-4, Item 5. (b) {iii} Boxing and Fitness Center

After the last sentence add the following:

“The black rubber mat covering the main exercise floor needs to be mopped daily; and the mirrors covering several walls need to be wiped daily.”

GENERAL QUESTION FOR ALL FACILITIES

1. Will the City provide a floor buffer for use by the contractor in facilities covered by the contract?

ANSWER: Yes, but this offer is at the discretion of the City. The City may withdraw this offer at anytime. If the City does not provide a floor buffer, it is the responsibility of the contractor to obtain one to perform the duties within the scope of this contract.

2. Are the contractors responsible for cleaning City staff supply closets or closets containing machinery, electrical or telephone apparatus?

ANSWER: No [See Page C-2, {A} (t)]

SPECIFIC QUESTIONS FOR INDIVIDUAL FACILITIES

Martin Luther King Center

1. How often does the gym floor need to be refinished, stripped & re-waxed?

ANSWER: See Page C-4 Item 5. (b) {iv}

Fit For Fun Center

1. How often does the green matting need to be machine-scrubbed?

ANSWER: Once every Quarter [See page C-4, Item 5. (b) {ii}]

All other terms and conditions remain unchanged.

Boyce Steiner, Buyer

Purchasing Division

END OF ADDENDUM ONE